



October 21, 2015

AREA VICE PRESIDENTS

SUBJECT: Fiscal Year 2015 NPA Unit Mitigation Process

On October 22, we are scheduled to publish the FY2015 September YTD NPA report cards. This will start the process for requesting and reviewing consideration for a unit level mitigating factor.

The attached FY2015 Pay for Performance (PFP) Mitigating Factors Process document provides detailed instructions for submitting a mitigation request. The FY2015 mitigation timeline is as follows:

EVENT	START DATE	END DATE
September YTD NPA Scorecard Published	10/22/2015	10/22/2015
Field Unit NPA Mitigation 14-Day Window Period	10/22/2015	11/5/2015
Unit Installation Submissions to District Lead PCES	10/22/2015	10/27/2015
District Office Review - Submit to AHRM	10/28/2015	11/2/2015
AHRM / AMOS Verify Submit to HQ Perform3	11/3/2015	11/5/2015
HQ Stakeholder Mitigation Review & Response	11/5/2015	11/11/2015
Mitigation NPA Posting Date	11/18/2015	11/18/2015

The Mitigated FY2015 NPA scorecards are scheduled to be published on Wednesday, November 18, 2015. It is imperative to review and submit all requests in a timely manner.

If you have any questions, please contact Pam Grooman, Manager, Pay and Performance Programs, at (202) 268-8008.

Jeffrey C. Williamson

Attachment

cc : Managers, Human Resources (AREA)
Managers, Operations Support (AREA)